PrEP Navigator (FT)

Open Door Family Medical Centers has been serving low-income, under-served residents and those lacking access to health care in the communities of Westchester and Putnam counties for more than 40 years, providing high quality primary health care and human services at affordable prices. Open Door’s nationally renowned Community Health Center sites, mobile dentistry units, school-based health programs, and its family practice residency training program, deliver exceptional value to both patients and the communities it serves, dedicated to engaging men, women and children in healthier lifestyles and creating healthier communities.

This year, Open Door will be the medical home for more than 40,000 patients, providing more than 210,000 visits. Our family medical services include primary medical care, dentistry, mental health, optometry, podiatry, and women’s health in Ossining, Sleepy Hollow, Port Chester, Mount Kisco, and Brewster, NY.

Open Door believes that health is a right, not a privilege, with primary care to be affordable and delivered cost-effectively. We believe that healthy individuals and families are the foundation of a caring society, and that those empowered to lead healthy lives contribute significantly to our communities’ success. For additional information, please, visit www.opendoormedical.org.

Open Door is seeking a PrEP (Pre-Exposure Prophylaxis) Navigator for its Family Medical Centers in Ossining and Port Chester, NY. The PrEP Navigator will report to the Senior Test Counselor and the Director of Care Coordination Programs. The PrEP Patient Navigator is responsible for the implementation and delivery of prevention and navigation services offered to LGBTQ people and others at risk for HIV infection. These services seek to increase education on PrEP/PEP and improve linkage to care for individuals who would benefit from PrEP/PEP, HIV testing, and other forms of prevention.

All Open Door Family Medical Centers are located in Westchester and Putnam counties located just North of New York City, which offer excellent schools, easy access to a multitude of outdoor activities, and superb transportation connections to New York City.

Responsibilities

- Maintain electronic medical records in compliance with Open Door’s standards with high efficiency.
- Identify potential candidates for PrEP/PEP, HIV testing, or combination prevention education, and develop LGBTQ-affirming outreach materials for the targeted communities.
- Conduct outreach and recruit individuals at high risk for HIV infection, especially young men who have sex with men (MSM) and transgender men and women.
• Conduct group presentations at local community-based organizations and health and human service agencies to increase knowledge of PrEP and engage potential PrEP clients.
• Provide education to clients on prevention topics, including PrEP/PEP, consistent and correct condom use, safer sex practices, risk reduction, regular STI and HIV testing, and the importance of mental health and substance use issues in relation to HIV risk.
• Provide assistance with appointment scheduling, accompaniment, and appointment reminders as needed.
• Provide referrals to insurance enrollers and assist with enrollment into medication assistance programs.
• Provide support around linkage to other services needed, such as mental health care, substance abuse counseling, employment services, support groups, and basic needs.
• Meet specific service, engagement and retention goals and targets, maintain program evaluation metrics and deliver reports accordingly.
• Provide care management that facilitates, coordinates and documents participant-centered care for participants across Open Door teams and departments to better address multiple and co-occurring concerns.
• Ensure performance improvement initiatives are supported with timely and accurate data and consistent actions.
• Represent Open Door in community outreach activities.

**Qualifications**

- Bilingual (English/Spanish)
- Associate degree required, bachelor’s degree preferred
- Proficient in MS Office applications, including Excel and other database systems
- Experience with community/social service organizations and health education preferred
- Outstanding written and verbal communications skills with a culturally diverse patient and staff population
- Patient-centric, empathetic, excellent active listening and communication skills, engaging, and efficient
- Commitment to inclusive, multi-cultural programming; prior experience working within coalitions with diverse communities and an understanding of intersectional oppressions
- Knowledge and understanding of the issues, needs and interests of LGBTQ youth, adults, families and community, including knowledge of the spectrum of gender identity and transgender issues.
- Focused on collaborative team-based care
- Responsive and comfortable working in a fast-paced, high accountability environment
- Highly organized and self-directed, able to multi-task
- Passionate about providing high quality care to low-income, under-served residents and those lacking access to health care
- Must have valid NYS driving license and daily access to car
There are many fantastic benefits to a career at Open Door Family Medical Centers. In addition to working to effect positive change in the health and lives of thousands residents of Westchester and Putnam counties, Open Door offers its employees a stimulating, diverse and team-based work environment with comprehensive benefits including medical, dental, life insurance, flexible spending accounts, 403(b) and 401(k), generous paid time off, onsite Wellness facilities, and educational assistance. Aside from excellent benefits, we offer a competitive salary and annual bonuses based on patient care.

At Open Door, we enjoy working in a team-based, patient-centered environment and value the benefits of a diversified workplace that values our patients and the communities we serve. If you want to make a difference in the lives of thousands of patients in the health of our communities of Westchester and Putnam counties, and if the position speaks to your capabilities, experience and commitment to improve the health of our communities, please submit your resume and cover letter with salary requirements to Stephen Frankel (sfrankel@odfmc.org). Please include PrEP Navigator Position in the subject line. Qualified candidates will be contacted by phone and/or email.

Open Door is an Equal Opportunity Employer.